

COMPUTER REQUEST
Procedures and Forms

Instructions for purchasing a computer:

1. The client needs to complete the Personal Computer Purchase Review Form.
2. The counselor reviews the form with client and agrees or disagrees.
3. If counselor agrees, then the supervisor reviews and agrees or disagrees.
4. If both supervisor and counselor agree, the Assistant Bureau Chief does not need to sign.
5. If the counselor and/or supervisor disagree with the purchase, the Assistant Bureau Chief will review.
6. Once it is decided to purchase, the IVRS ITS Assistance Request Form For Ordering Client Computer should be completed and sent to the HELP Desk for review, recommendations and options for what to purchase.

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Iowa
**Vocational
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